

JOB DESCRIPTION

JOB TITLE: Purchasing Specialist

GRADE: 11

JOB CODE: 1305

DATE: 3/20/95

GENERAL FUNCTION: Under the direction of the Director or other appropriate supervisor is responsible for purchasing appropriate materials, supplies, equipment, that is required to support the staff and services of the local health department. Purchasing would comply with the Financial Management Manual as issued by the Department for Health Services. The incumbent would work closely with program/supervisory staff in meeting agency requirements, work with vendors in locating materials/supplies and issuing notices for bid as appropriate.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Maintain an inventory of frequently used equipment, materials, and supplies.

- a. work with program managers and appropriate staff to determine needs for equipment/materials,
- b. order appropriate materials to reestablish inventory and/or to maintain inventory at appropriate levels.

Works with vendors concerning the purchasing of supplies and equipment.

Examines or prepares purchase orders for supplies and equipment.

Coordinates the bid process; establishes advertisement and bid data, receives bids and determines conformity with specifications.

Processes and/or pays for equipment and supplies ordered.

Compiles files on current vendor catalogue, bid orders and open-end contract orders.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: May supervise clerical staff

JOB SPECIFICATIONS:

Knowledge and Abilities:

Ability to use computer, calculator and typewriter

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Ability to effectively communicate with fellow workers and general public.

Minimum Education, Training, and Experience Requirements: High school diploma or GED, three (3) years of experience in purchasing of office supplies, materials, equipment.

Additional education and training in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.